

# Position Vacancy

U.S. Embassy, Mexico

# Announcement



No: 15/63

Open to: U.S. Citizens Only

Position: ADE-A23 Investigative Assistant, FSN-8, FP-06\*  
**DDE-A23 Investigative Assistant, FSN-7, FP-07\*(Developmental grade)**

Opening Date: December 4<sup>th</sup>, 2015.

Closing Date: Until filled.

Work Hours: Full-time; 40 hours/week

Salary: \*Not-Ordinarily Resident: Starting Salary and Position Grade FP-6 to be confirmed by Washington.  
Ordinarily Resident (OR): \$271,821.12 pesos per year (FSN-8 starting salary)  
**Ordinarily Resident (OR): \$221,877.50 pesos per year (FSN-7 starting salary)(Developmental grade)**

*(Note: All ordinarily resident applicants (Appendix A) must have the required work permit and/or must have the appropriate residency permit to be eligible for consideration.)*

\*Eligible Family Members and Members of Household must have at least one year remaining to their tour of duty to apply for this job.\*

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## The U.S. Embassy in Mexico City is seeking an individual for the position of Investigative Assistant in the Drug Enforcement Administration Office (DEA).

### Basic Function of Position

Provides administrative, analytical, and statistical assistance to Mexico City's Enforcement Groups (ENF-GRP I and II), and group supervisors.

Daily functions include actions pertaining to case file reporting (update CONCORDE), statistical logs (sensitive), compilation of open-source information (intelligence), judicial hearings, internal self-inspections reporting, translating oficios, OGV reporting, DEA protocol functions, official memorandums (correspondence), maintains group supervisors schedules/reschedules appointments, time and attendance, requests procurement of supplies, and fulfills requests for information on office functions.

In the absence of the supervisor assures that said requests are provided to him/her complete and in a timely manner upon his/her return.

A copy of the complete position description listing all duties and responsibilities is available at [http://photos.state.gov/libraries/mexico/1311511/vegaax/PD\\_ADE-A23.pdf](http://photos.state.gov/libraries/mexico/1311511/vegaax/PD_ADE-A23.pdf)

### Required Qualifications

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

- Bachelor's Degree in Arts.
- 3 to 5 years of administrative work to include experience in analytics and problem solving capacity. The job holder should also have experience in direct and guiding less knowledgeable staff on particular matters.
- Level IV (Fluent) English and Spanish are required. (Please see section "To Apply" on pg 2 for test instructions).

## Selection Process

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**Must be able to possess a Secret-level security clearance and pass a background investigation administered by DEA.**

**All applicants must pass a rigorous security certification process.**

### Additional selection criteria

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed Not Ordinarily Resident employees (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- All Locally Employed (LE) Staff who have less than one year working in a position are not eligible to apply.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

### To apply:

Interested applicants for this position **MUST** submit the following or the application **WILL NOT BE CONSIDERED**:

- **Universal Application for Employment (UAE ) form.**  
<http://photos.state.gov/libraries/mexico/310329/hrmay13/DS-0174.pdf> **plus**
  - Other documentation (e.g., copies of High School diploma, school transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed in page 1.
  - For Non-Native Spanish speakers: For Spanish test, applicants should contact Carmen Caballero at extensions 4336 on M-W-F from 4:30 to 5:30. Non-EFMs will be responsible for test fee.
  - Test score of English language exam is required from the following institutions: (Cost is the applicant's responsibility).
  - TOEIC Review Quality, Ahumada Villalón No.36 Ofic.105 Esq. Juan O'donojú, Col. Lomas Virreyes, Delega. Miguel Hidalgo 11000 Mexico, D.F., tel. 5540-3555/5540 3959/5540-0334/5540-7242. (Valid for two (2) years) **or**
- TOEFL (iBT/ITP/PBT). Information: <http://www.iie.org/Offices/Mexico-City-Espanol/Evaluaciones> (Valid for two (2) years)
- The scores for Level IV English (Fluent) are : (TOEFL iBT 106+ or TOEFL ITP/PBT 620+ or TOEIC PBT850+)

### **Submit application to:**

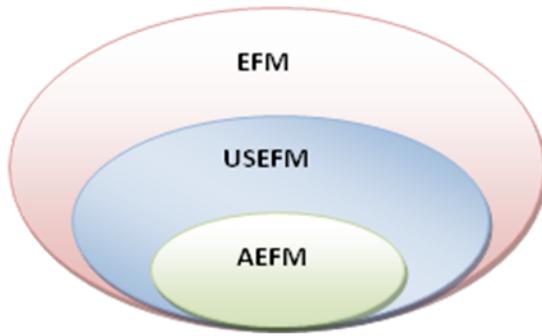
Human Resources Office at e-mail: [MexicoCityHRHD@state.gov](mailto:MexicoCityHRHD@state.gov) (Please refer to position number in subject line of e-mail.) i.e. **ADE-A23 Investigative Assistant. Please note that hard copies are not accepted.**

Please check the U.S. Embassy web site for future vacancy announcements: [http://mexico.usembassy.gov/eng/job\\_opportunities.html](http://mexico.usembassy.gov/eng/job_opportunities.html)

The U.S. Mission in Mexico provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## **Appendix A DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

**1. Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**2. U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

U.S. Citizen; and,  
 EFM (see above) at least 18 years old; and,  
 Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or  
 Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**3. Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

**4. Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

**4. Not Ordinarily Resident (NOR)** – An individual who:

Is not a citizen of the host country; and,  
Does not ordinarily reside (OR, see below) in the host country; and,  
Is not subject to host country employment and tax laws; and,  
Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**5. Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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